	<b>Education Information Management Single Sign-On for Web Systems (SSWS) User Guide</b>			Page 1 of 3
				Document Nbr: Rev.:
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## Overview:

Single Sign-on for Web Systems (SSWS) is a portal through which school division personnel may access many of the Virginia Department of Education data collection processes and other applications. It is intended to provide a simple, secure, and reliable environment for access to all of the different types of education information managed by the divisions. SSWS, as the name implies, allows each user to have access to many different data collection processes as well as other applications with one single user id and password. Security and access to data is maintained at the user id level so that each user only has access to their information, and to only those applications that they need to see. User account security is maintained by the use of a password that is only known to the user.

The local SSWS Account Manager in each division is assigned the duties of maintaining the user accounts and granting access to applications. They must establish a user account for each person needing access, and grant each user in their division permission for access to each required application. Before a user can perform any work within SSWS, they must first be setup by their Account Manager and granted access to any required application modules.

## Software / Hardware Requirements:


Standard office desktop computer equipment with an Internet connection is required, as is a browser such as Internet Explorer 5.5 or higher or Netscape 6.2 or higher.

## Accessing SSWS:

From your WEB browser, enter the Web address (URL) for SSWS: **<https://eb01.vak12ed.edu/ssws>**

The system will connect you to the VDOE Web server through a secure connection. Before access is granted you must first identify yourself. The system will prompt you for your User Name and Password. The user name is the user id established for you by the SSWS Account Manager. The password will have been communicated to you via e-mail or is one that you selected. Enter the requested information and click on the “Login” button.

You will either be presented with your SSWS welcome page, or a login error message. If you are given the “Login Incorrect” message, it indicates that either the user id or password you entered was not correct. Click on the “Click Here To Continue” link to try again. Please note that user id’s and passwords are case sensitive, make sure you are using the correct case when typing the entries. Also please note that five failed login attempts will lock your account and the local SSWS Account Manager must unlock it for continued access.

	<b>Education Information Management Single Sign-On for Web Systems (SSWS) User Guide</b>			Page 2 of 3
				Document Nbr: Rev.:
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After successfully logging in, the VDOE Sign-On Home Page will appear. The “menu” in the center of the page will display the systems you may access. Speak with your local SSWS Account Manager if you feel that there is an application that you should have but do not. They should be able to resolve the problem.

On the left of the SSWS page is a blue bar, which is the SSWS navigation bar. On it will be links to preprogrammed functions that you can use. Normally at this point the only one available will be “Log Out”, used to sign you off of the system. The other way to sign off is simply to close the browser.

### **Forgotten Password:**

If you are unable to login, but are sure you are entering the correct user id, it must mean that you have forgotten your password. A new one can be assigned to you by clicking on the “I Forgot My Password” link. This action will require you to enter your user id, and the e-mail address established for you for SSWS communications. Once all of the information has been correctly entered, an automatic e-mail will be sent to you with a new temporary password. You will be able to use that password one time to access SSWS.

### **Required Password Change:**


From time to time users are required to change their password. This will happen at login time if the time period from the last password change has exceeded the limit. You will be prompted to enter a new password. It cannot be the same as the old one, and cannot be the same one used for several cycles in the past. You will be given system messages to indicate if the new password was accepted or you need to try again.

### **Temporary Passwords:**

Any time the system generates a password for a user account, such as a forgotten password, or Account Manager password reset, it will be considered a temporary password. Temporary passwords are only valid for one login to SSWS and the user will be required to change it at the first successful login.

### **E-mail Address:**

Also required is an e-mail address that SSWS can use to communicate important information to you. It should be one that only you have access to, and can be a local, state, or personal account. This account will be used any time your password is automatically changed, or any of your other account information is changed. If an e-mail address has not been identified for you, a prompt will be

	<b>Education Information Management Single Sign-On for Web Systems (SSWS) User Guide</b>			Page 3 of 3
				Document Nbr: Rev.:
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presented by the system requesting you to enter the information. It is very important that the address entered is correct; the automated processes will use it to communicate with you. Because it is so important you are required to enter the address twice to make sure there are no typing errors.

In the case that a user has not login for some time, has forgotten their password, and has not established an e-mail address; they will need to visit their SSWS Account Manager. The Account Manager will establish their e-mail address for them and reset their password. The user will then need to read the automatically generated e-mail to learn the password and login to their SSWS account.

### **User Password and E-mail Change:**

Each user has the ability to change their password when desired. They can also change their e-mail address as needed. Both of these functions are links within the user interface of SSWS. It is recommended that the user should change their password whenever they feel that another user has discovered it. It should be noted that users can only change their password every 7 day. The e-mail address must be changed any time the user changes e-mail services or is given a new address.